AIRCRAFT DISPATCHER

UNIT 1 - AIRCRAFT FLIGHT PLANNING

LESSON C - AIRCRAFT ORDERING PROCEDURES

STUDENT WORKBOOK

LESSON OBJECTIVES

- 1. Determine the type of form to be used when given a request for an aviation resource.
- 2. List five critical elements required to begin processing a Flight Request.
- 3. Determine the Resource Order(s) needed to process a tactical mission request.

I. SCENARIO 1

A request is made for a point-to-point flight from Ely, Nevada, to Reno, Nevada, to drop off three BLM employees for training.

A. Determine the Type of Mission

Is the mission. . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

B. Select the Appropriate Aircraft

- 1. Information Sources
 - Use the Flight Request as a guide
 - Lowest price is NOT always the least expensive
 - Aircraft Identification Guide, NFES 2393
 - Aviation Management Directorate (AMD) Web site (www.oas.gov)
 - Vendor

- 2. Factors to Consider When Hiring Aircraft
 - Day/Night
 - IFR/VFR (Instrument Flight Rules/Visual Flight Rules)
 - Number of passengers—actual insured seats
 - Cargo-cubes and pounds
 - Distance/Aircraft Speed
 - Runway/Elevation
 - Temperature/Weather—obtain pilot input
- 3. Determine Source
 - a. Local unit (contract or agency-owned)
 - b. Adjoining units (contract or agency-owned)
 - c. AMD Aircraft Rental Agreement (ARA)/Call-When-Needed (CWN)

- C. Select the Ordering Process
 - 1. Flight Request (Refer to pages 1C.43 and 1C.44)
 - 2. Resource Order(s)
 - Aircraft
 - Helicopter
 - Overhead
 - Equipment
- D. Complete a Flight Request
 - 1. Supply the Cost-Account, Management Code(s)—Box 1
 - 2. Select the Flight Type and Desired Aircraft
 - 3. Identify the Mission Objective/Special Needs
 - 4. Supply the Passenger/Cargo Information—Box 2
 - Name/Type of Cargo
 - Pounds/Cubic Feet

- Airport Information
 - Depart Airport
 - Destination Airport
 - Return To
- 5. Flight Itinerary—Box 3
 - Depart From
 - Arrive At/ETA
- E. Aircraft Information
 - 1. Select a Source/Vendor
 - Local
 - ARA/Contract
 - Agency-owned
 - Exclusive-Use Contract

2. Consult the ARA/Contract "Source List" F. Complete the Flight Request Aircraft Information Flight Itinerary Flight Following Method of Resource Tracking Administrative Review—corresponds with analysis on the back of the form G. Hazard Analysis and Dispatch/Aviation Manager Checklist Part I – Mission Flight Hazard Analysis 1. 2. Part II – Dispatcher/Aviation Management Specialist Checklist 3. Part III – Approvals

II. SCENARIO 2

A flight is ordered to transport overhead from Redding, California, to Kalispell, Montana, for a fire assignment.

The date and time needed is today at 2200 MDT.

A. Determine the Type of Mission

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

B. Select the Appropriate Aircraft

- 1. Information Source
 - Use the Flight Request as a guide
 - Lowest price is NOT always the least expensive
 - Aircraft Identification Guide
 - AMD Web site (www.oas.gov)
 - Vendor

- 2. Factors to Consider When Hiring Aircraft
 - Day/Night
 - IFR/VFR
 - Number of passengers—actual insured seats
 - Cargo-cubes and pounds
 - Distance/Aircraft Speed
 - Runway/Elevation
 - Temperature/Weather
- 3. Determine Source
 - a. Local unit (contract or agency-owned)
 - b. Adjoining units (contract or agency-owned)
 - c. ARA/CWN

- C. Select the Ordering Process
 - 1. Flight Request
 - 2. Resource Order(s)
 - Aircraft
 - Helicopter
 - Overhead
 - Equipment
- D. Complete a Flight Request
 - 1. Supply the Cost-Account, Management Code(s)—Box 1
 - 2. Select the Flight Type
 - 3. Identify the Mission Objective/Special Needs
 - 4. Supply the Passenger/Cargo Information—Box 2
 - Name/Type of Cargo
 - Pounds/Cubic Feet
 - Airport Information
 - Depart Airport
 - Destination Airport
 - Return To

- 5. Flight Itinerary—Box 3
 - Depart From
 - Arrive At/ETA
- E. Aircraft Information
 - 1. Select a Source/Vendor
 - Local
 - ARA/Contract
 - Agency-owned
 - Exclusive-Use Contract
 - 2. Consult the ARA/Contract "Source List"
- F. Complete the Flight Request
 - Aircraft Information
 - Flight Itinerary
 - Flight Following
 - Method of Resource Tracking
 - Administrative
 - Review—corresponds with analysis on the back of the form

- G. Hazard Analysis and Dispatch/Aviation Manager Checklist
 - 1. Part I Mission Flight Hazard Analysis
 - 2. Part II Dispatcher/Aviation Management Specialist Checklist
 - 3. Part III Approvals

III. SCENARIO 3

A Special-Use helicopter flight is being requested by the Lewistown Field Office, Montana BLM.

The State Director and the Secretary of the Interior will be flying the Lewis and Clark Trail along the Missouri River breaks.

A. Determine the Type of Mission

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire
- B. Special Mission Considerations—Senior Executive Service (SES)
 - SES designations are given to individuals with ES-ratings—those above GS-15.

- The regular aircraft dispatcher should take the SES issues to the next dispatcher level.
- The aircraft dispatcher will still procure and flight follow the aircraft.
- C. Determine Source
- D. Select the Ordering Process
- E. Complete a Flight Request
 - 1. Airport Information
 - Depart Airport
 - Destination Airport
 - Return To
 - 2. Flight Itinerary—Box 3
 - Depart From
 - Arrive At/ETA

F. Aircraft Information

- 1. Select a Source/Vendor
 - Local
 - ARA/Contract
 - Agency-owned
 - Exclusive-Use Contract
- 2. Consult the ARA/Contract "Source List"
- G. Complete the Flight Request
 - Aircraft Information
 - Flight Itinerary
 - Flight Following
 - Method of Resource Tracking
 - Administrative
 - Review—corresponds with analysis on the back of the form
- H. Hazard Analysis and Dispatch/Aviation Manager Checklist
 - 1. Part I Mission Flight Hazard Analysis
 - 2. Part II Dispatcher/Aviation Management Specialist Checklist
 - 3. Part III Approvals

IV. SCENARIO 4

A Type-3 helicopter, with crew and bucket, is ordered for a fire on the Dechuttes National Forest for initial attack.

There are no helicopters available on the local unit.

A. Determine the Type of Mission

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

B. Determine the Source

- 1. Local unit (contract or agency-owned)
- 2. ARA/CWN
- 3. Order through dispatch channels

C. Select the Ordering Process

- 1. Flight Request
- 2. Resource Order(s)
 - Aircraft
 - Helicopter

- Overhead
- Equipment
- D. Exclusive-Use Helicopters

Exclusive-Use helicopters include:

- 1. Helitack Crew—qualified to perform firefighting and helicopter support
- 2. Helitack Chase Truck
- 3. Vendor-provided fuel truck

All of the above are included in the "A" request number. Document the information under "Resource Assigned."

V. SCENARIO 5

A Type-2 helicopter is needed for a fire on the Wasatch-Cache National Forest.

No helicopters are available on the local unit.

A. Determine the Type of Mission

Is the mission . . .

- Administrative
- Non-Administrative

- Tactical Fire
- Tactical Non-Fire

B. Determine the Source

- 1. Local unit
- 2. ARA/CWN
- 3. Order through dispatch channels

C. Call-When-Needed

- 1. Type 1 and Type 2 helicopters are available under national contract.
- 2. Must be ordered through normal dispatch channels to the National Interagency Coordination Center (NICC)
- D. Call-When-Needed Helicopters Specifics
 - 1. Does not include dedicated crew or support vehicle
 - 2. Requires a "module" prior to incident assignment
 - Type 3—one helicopter manager plus two helicopter crew members
 - Type 2—one helicopter manager plus three helicopter crew members
 - Type 1—one helicopter manager

E. Select the Ordering Process

- 1. Flight Request
- 2. Resource Order(s)
 - Aircraft
 - Helicopter
 - Overhead
 - Equipment

F. Air Attack/Lead Plane/Aerial Supervision Modules

1. Aerial Supervision

Supervision and coordination over incidents involving multiple aircraft or a mix of fixed- or rotor-wing aircraft

- 2. Functions of Aerial Supervision
 - "On-scene" traffic manager
 - Safety observer for ground personnel
 - Recommends aircraft needs
 - Recommends Temporary Flight Restrictions (TFR)
 - Develops and implements communications plan
 - Makes tactical and logistical <u>recommendations</u>

- 3. Situations Requiring Aerial Supervision
 - Congested airspace
 - Multiple aircraft over incident
 - Canadian or Modular Airborne Firefighting Systems (MAFFS)
 - Adverse conditions (visibility, terrain, weather)
- 4. Positions that may perform aerial supervision
 - Air Tactical Group Supervisor (ATGS)—the most qualified and most common
 - Lead plane (LEAD)
 - Airtanker Coordinator (ATCO)
 - Helicopter Coordinator (HLCO)

VI. SCENARIO 6

AIRCRAFT ORDERING PROCEDURES

Two air attacks have been ordered for Nevada. One will be pre-positioned in Winnemucca; the other in Battle Mountain.

One air attack with ATGS is available in Minden. The other will require ordering an air attack platform and ATGS.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
 - > Aircraft
 - Helicopter
 - Overhead
 - **Equipment**

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VII. SCENARIO 7

AIRCRAFT ORDERING PROCEDURES

An airtanker is being ordered for initial attack for a fire on the Shoshone National Forest in Wyoming.

The closest airtanker is located in West Yellowstone, Montana, and can be ordered direct due to an initial attack agreement between the units.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
 - > Aircraft
 - Helicopter
 - Overhead
 - **Equipment**

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VIII. SCENARIO 8

Lead Plane/Aerial Supervision Module

A. Lead Plane Operations

Use of an aircraft to make low-level passes through retardant drop areas to assess flight conditions, hazards, and to identify the target

- Works for the ATGS
- Authorized to fly below 500 feet AGL

B. Specific Duties

- Communicates with airtanker pilots
- Checks for aerial hazards
- Assigns specific tasks to individual airtankers
- May perform ATGS functions

	• Coordinates with ATGS for safe separation of aircraft
	• Pilot must be qualified as "Lead Plane Pilot"
	 Requests for lead planes may be filled with an ASM1 and perform dual roles.
C.	Situations Requiring a Lead Plane
	• Dropping retardant in congested areas (e.g., airspace, urban interface, aerial hazards)
	• Multiple airtankers (more than two)
	Canadian airtankers
	• MAFFS

AIRCRAFT ORDERING PROCEDURES

SCENARIO 8

A lead plane is being ordered for a fire outside of Grand Junction, Colorado.

A lead plane is on duty at the Grand Junction Air Center.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
 - > Aircraft
 - Helicopter
 - Overhead
 - Equipment

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IX. SCENARIO 9

AIRCRAFT ORDERING PROCEDURES

An initial attack load of smokejumpers has been ordered for a new fire in Southern Idaho.

There is a load of eight available in Battle Mountain.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
 - > Aircraft
 - Helicopter
 - Overhead
 - **Equipment**

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X. SCENARIO 10

AIRCRAFT ORDERING PROCEDURES

A smokejumper booster order has been placed to cover Battle Mountain.

They are requesting an aircraft to deliver them and remain in Battle Mountain.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
 - > Aircraft
 - > Helicopter
 - Overhead
 - > Equipment

Reasoning:

NOTES

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4. OFFICE REFERENCE NUMBER	ION/AGENCY	3 OFFICE		OTHER AIRCRAFT/HAZARDS		-	RELEASED TIME Date To Teach							ACTION TAKEN		
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XI. OTHER AIRCRAFT ORDERS

- A. Temporary Flight Restrictions
- B. FAA Towers
- C. Radio Frequencies
- D. Reconnaissance Aircraft
- E. Infrared Flights

NOTES

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Form 9400-1a			-	UN PARTME	UNITED STATES	TES E INTER	E S				Change #		Aircraft Information	ŭ		
(corr (ann)			B AIRCR	BUREAU OF LAND MANAGEMENT AIRCRAFT FLIGHT REQUEST/SCHEDULE	LAND M/	ANAGEN EST/SC	HEDULE						FAA N#			
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Mission Objective/Special Needs:	ive/Special N	leeds:								,			Phone No.		:	
							·.						Pilot(s)			
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(Hazard Analysis and Dispatch/Aviation Manager Checklist on reverse)

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

The following potential hazards in the area of operations have been to flight:	High elevations, temperatures, and weights: MAX LANDING ELEV (MSL) MIN FLIGHT ALTITUDE AGL Transport of hazardous materials Other	III. APPROVALS	A. MISSION FLIGHT: Hazard Analysis Performed By: (Chief-of-Party Signature) B. MISSION FLIGHTS: Hazard Analysis Reviewed By: (Dispatcher or Aviation Manager Signature Required) C. If Non-Fire, One-Time (Non-Recurring), Special-Use Mission, Signature of Line Manager is Required**: (Line Manager Signature) (Line Manager Signature) (Authorized Signature)
MISSION FLIGHT HAZARD ANALYSIS (Fire flights exempt provided a pre-approved plan is in place). The follochecked, have been identified on flight timerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight.	Towers and bridges Other aerial obstructions: Pilot flight time/duty day limitations and daylight/darkness factors SUNRISE SUNSET Limited flight following communications	II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST	Means of flight following and resource tracking requirements have been identified Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained Flight hazard maps have been supplied to Chiefof-Party for non-fire low-level missions Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken Chief-of-Party is aware of PPE requirements Other/Remarks:
I. MISSION FLIGHT HAZARD ANALYSIS (Fire flig checked, have been identified on flight itinerary map,	Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.) Areas of high-density air traffic (airports); Commercial or other aircraft Wires/transmission lines; wires along rivers or streams or across canyons Weather factors: wind, thunderstorms, etc.	II. DISPATCHER/AVIATION	 □ Pilot and aircraft carding checked with source list and vendor, carding meets requirements □ OR, Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots □ Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled □ Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse) □ All DOI passengers have received required aircraft safety training. □ OR, Aviation manager will present detailed safety briefing prior to departure □ Bureau Aircraft Chief-of-Party will be furnished with Chief-of-Party/Pilot checklist and is aware of its use

AIRCRAF	AIRCRAFT FLIGHT REQUEST/FLIGHT SCHEDULE	T RE(QUEST,	/FLIGI	HT SCI	HEDUL	ш		CHANGE #:	#:		6. AIRCHAFT F. INFORMATION	FAA N#: N#6838CM	5838CM	
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	Transport personnel for training	rt pe	srsonne	for	trainii	چ و						PILOT(S):	John Kelly	4	
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HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

I. MISSION FLIGHT HAZARD ANALYSIS (fire fligh operations have been checked, have been ider	I. MISSION FLIGHT HAZARD ANALYSIS (fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:	. The following potential hazards in the area of ith Pilot and Chief-of-Party prior to flight:
☐ Military Training Routes (MTRs) or Special-Use Airspace (MOAs Restricted Areas etc.)	☐ Towers and bridges	☐ High elevations, temperatures, and weights:
A Annual of Minds of anish of anish and anish in the Mills of anish and anish anish and anish and anish anish and anish an	☐ Other aerial obstructions:	MAX LANDING ELEV (MSL):
Commercial or other aircraft	☐ Pilot flight time/duty day limitations and daylight/darkness factors	MIN. FLIGHT ALTITUDE AGL:
☐ Wires/transmission lines; wires along rivers or streams or across canyons	SUNRISE:	Transport of hazardous materials
☐ Weather factors: wind, thunderstorms, etc.	SUNSET	u Other:
	☐ Limited flight following communications	
II. DISPATCHER/AVIATIO	ER/AVIATION MANAGEMENT CHECKLIST	III. APPROVALS
X Pilot and aircraft carding checked with source list and vendor; carding meets requirements;	Weans of flight following and resource tracking requirements have been identified	Note: Reference Handbook 9420 for approval(s) required.
© OR. Necessary approvals have been obtained for use of uncarded cooperator, military, or	☐ Flight following has been arranged with another unit if flight crosses jurisdictional boundaries	A MISSION FLIGHT: HAZARD ANALYSIS PERFORMED BY:
other-government agency aircraft and pilots	and communications cannot be maintained	Chief-of-Party Signature
Capability to perform mission safely has been	☐ Flight hazard maps have been supplied to Chief-of-Party for nonfire low-level missions	B. MISSION FLIGHT: HAZARD ANALYSIS REVIEWED BY:
scheduled Scheduled Oualitied Aircraft Chief-of-Party has been	⚠ Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been	Dispatcher Of Aviation Manager Signature Required
	taken	C. IF NON-FIRE, ONE-TIME (NON-RECURRING), SPECIAL- INE MISSION SIGNATIDE OF THE MANAGED IS
All DOI passengers have received required aircraft safety training:	Chief-of-Party is aware of PPE requirements.	BEQUIRED **;
OR, Aviation manager will present detailed	Cost analysis has been completed and is attached	DATE:
safety briefing prior to departure;	☐ Other/Remarks:	D. THIS FLIGHT IS APPROVED BY (Authorized Signature):
Variable and Aircraft Chief-of-Party Will be furnished with a Chief-of-Party/Pilot checklist and is aware of its use		Cindy Savoie MTE 6/1/00
		** For recurring Special-Use Missions, signature is required on Special-Use Air Safety Plan, and not required here.
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